

EDITED KSA LISTING

CLASS: Labor Relations Specialist

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

	Knowledge of:
K1	Advanced knowledge of the collective bargaining process in the private or public sectors to effectively analyze and prepare for assigned bargaining responsibilities.
K2	Advanced knowledge of the principles of management rights, representation rights and unfair practices to effectively analyze and respond to employee and/or union grievances, complaints and disputes and to advise managers/ supervisors on labor relations issues that arise out of their area of assigned responsibilities.
K3	Advanced knowledge of the State and Federal labor laws applicable to the public sector to effectively analyze and respond to employee and/or union complaints and disputes and to advise managers/supervisors on labor relations issues that arise out of the area of assigned responsibilities.
K4	Advanced knowledge of the principles and scope of public sector collective bargaining to effectively analyze and prepare for assigned bargaining responsibilities in order to recommend a strategy and advise executive management.
K5	Advanced knowledge of negotiating strategies, tactics, and impasse procedures in order to effectively represent department management in the bargaining process.
K6	Advanced knowledge of employee and/or union grievance handling procedures in order to effectively analyze and respond to assigned grievances at the Director's level of review.
K7	Comprehensive knowledge of data sources pertaining to public sector employer-employee relations in order to prepare, then present, in a clear and concise manner results of surveys and/or studies.
K8	Advanced knowledge of the State's personnel management system and the Department's personnel management practices in order to effectively prepare for bargaining and respond to employee and/or union grievances, complaints and disputes, and advise managers/supervisors on labor relations questions.
	Skill to:

EDITED KSA LISTING

CLASS: Labor Relations Specialist

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

S1	Work effectively with all levels of management in order to facilitate collaboration on projects and bargaining teams, and earn creditability in the position.
S2	Interpret and apply labor law and Memorandum of Understanding (MOU) provisions in order to accurately advise managers/supervisors on the implementation of the requirements in law and MOU; to prepare a credible written response to employee and/or union grievances or disputes; to prepare credible training programs for managers/supervisors on various employer-employee relations topics; to effectively determine areas of law or MOU that need amending.
S3	Develop training programs in employer-employee relations for managers/supervisors and confidential employees in order to provide update and standardized information, interpretation of laws or Memorandum of Understanding to deliver basic knowledge and assist in developing fundamental skills, to provide forums for interactive learning among new managers/supervisors and confidential employees.
S4	Obtain, analyze, evaluate and apply data such as labor statistics and cost figures in order to prepare bargaining proposals and reports for executive management review.
S5	Conduct studies and surveys of a research nature and write reports in order to support a bargaining proposal, strategy or technical advisement to executive management.
S6	Communicates, verbally, non-verbally and/or written, in a professional and effective manner with others in order to convince the management bargaining team members of appropriate strategy for delivering management proposals; to appear credible to the union bargaining team; to explain clearly and concisely plans and results of a bargaining session to the executive management; to effectively deliver training presentations to managers/supervisors and confidential employees; to present the Department's position to control agencies and other departments; to clearly interact with field managers/supervisors on various questions and inquiries regarding employee-employer relations matters.
S7	Use good judgment and make sound decisions in critical situations in order to achieve a desired outcome as directed by a higher-level manager, or as determined by the incumbent's professional assessment.

EDITED KSA LISTING

CLASS: Labor Relations Specialist

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

S8	Appropriately handle stressful or sensitive situations with tact and labor-management diplomacy in order to attempt to achieve a win-win resolution at bargaining or during a dispute; to achieve a stable working relationship with union advocates or advocates of other departments; to achieve a resolution of a employee or union initiated grievance or dispute.